## **Transferring Your Groupwise Messages to Office 365**

-Go to Https://Outlook.com/lansingschools.net and log into your Office 365 account.



-Click on the little gear near your name in the top right corner of the screen and select "options"



-Select "See email from all your accounts in one place", which will be on the right of the screen

my account connected accounts

If you have multiple email accounts and want to interact with all your mail in

You can connect your Outlook Web App account to your other email accour



New nt Name

There are no items to show in this view.

-Select the plus sign that is on the first section of this next screen.

New Account Connection - Google Chrome	
https://sn2prd0510.outlook.com/ecp/PersonalSettings	/NewSubscription.aspx?pwmcid=1&
New Account Connection	0
*Required fields	
* E-mail address:	
jsmitti@lansingschools.net	Password
* Password:	This is the password you use to log on to the
	connecting to.
	Learn More
	Next 🔀 Cancel

-In the first screen, fill in a generic email address using first initial last name (ex.

jsmith@lansingschools.net) and generic password '12345'. Do not use your Office 365 information. Click "Next"



-You will get an error, this is expected, when you see it, click "Yes"



-You will get another error as Office 365 is unable to log in. In the last sentence of the message, there is a blue "POP" link. Click on the blue "POP"

New POP Account Connection - Google Chrome		
https://sn2prd0510.outlook.com/ecp/PersonalSettings/N	lew	PopSubscription.aspx
New POP Account Connection		0
*Required fields		
Account Information *		
* Display name:		
Jerry Ginzel	1	
* E-mail address:		User Name
gginzel@lansingschools.net		This is the user name you
* User name:	J	account you're
ginzelg0325	<	connecting to. For
* Password:		tony@contoso.com. This
		information is required.
Leave mail on server		Learn More
Server Information *		
* Incoming server:		
gw.lansingschools.net		
Authentication:		
Basic		
Encryption:		
None		
* Port:		
110		
	~	Save 🔀 Cancel

-You will now need to fill out the POP information as you see above. You may need to scroll down to see all the lines. Enter your Groupwise information, not your Office 365 info. For the email address, enter the email address you used on the last step. Click "Save"

Information	×
Your accounts are now connected. You'll see mail from your other account soon.A verification e-mail message has been sent to training1@lansingschools.net. Please check that account and follow the instructions in the message. You need to complete the instructions before you can send mail via this account. If you don't see the message, check your junk e-mail folder.	
Close	J

-Click close and then log into gw.lansingschools.net and confirm that you received the test message.